

ABOUT SNP

Founded in 1992, SNP is a dynamic company that evolves quickly to meet our customer's needs. Our mission is to make our customer's message as clear and memorable as possible, a feat we accomplish through *content* support, *communications coaching*, and *creative* development. We recognize that no two customers are the same and our approach can't be either. This means that our employees must be as adaptable and creative as our methods, and must thrive in our fast-paced, collaborative work environment. Join us in searching the world for good people and helping to make their truth persuasive.

We are currently looking to hire an Intern for our San Francisco office. This is a paid internship and hours and duration will be decided based on intern availability and office needs.

As an Intern, you will gain exposure to our vast network of customers, as well as the written and editorial work we do for them. The work is constantly evolving and each day will present new projects and opportunities to learn about content development and delivery. In addition to your content and delivery assignments, interns are expected to assist with miscellaneous office needs including administrative and organizational duties.

You're responsible for:

- Writing clear, concise copy or other written material for customers
- Editing documents or customer material as need arises
- Assisting with administrative tasks such as answering phones, organizing coaching materials, and helping office staff as necessary
- Maintaining a positive, organized office environment
- Balancing multiple projects and responsibilities and remaining flexible in the face of changing duties

We'd like you to have:

- Prior internship or work experience, especially in communications, journalism, PR, or teaching
- Outstanding written and verbal communication skills
- A high degree of professionalism

While being:

- A current undergraduate or recent graduate
- Able to laugh at yourself when necessary and to make your coworkers laugh as often as possible

- Confident enough to ask questions and bring ideas forward
- A team player who is comfortable working in a highly autonomous, fast paced environment with a flat management structure

We are not currently hiring for this position but we will review resumes as the need arises. If you think your skills and experience match what we're looking for, please submit your resume, cover letter, and writing sample to careers@snpnet.com